

**TOWN OF NEWTOWN LAND USE AGENCY
APPLICATION FOR**

☐ SPECIAL EXCEPTION
☐ SUBDIVISION
☐ RESUBDIVISION

☐ SITE DEVELOPMENT PLAN
☐ ZONE CHANGE

1. PROPERTY ADDRESS _____

2. PARCEL(S) LOCATION ON ASSESSOR'S:
MAP _____ BLOCK _____ LOT _____
3. IS PROPERTY WITHIN 500 FEET OF AN ADJOINING MUNICIPALITY? ☐ Yes ☐ No
4. IS PROPERTY WITHIN THE AQUIFER PROTECTION DISTRICT? YES ☐ NO ☐
5. IS PROPERTY WITHIN SEWER DISTRICT? YES ☐ NO ☐
6. APPLICANT'S NAME: _____
7. APPLICANT'S MAILING ADDRESS _____

8. IS THE APPLICANT THE PROPERTY OWNER? ☐ Yes ☐ No

IF NOT: LIST PERSONS HAVING 10% OR LARGER INTEREST

9. NAMES AND ADDRESSES OF MORTGAGEES AND OTHER PERSONS CLAIMING AN
INTEREST IN THE PARCEL

10. AGENT AUTHORIZED TO ACT ON THIS APPLICATION: _____

11. IF APPLICANT IS A CORPORATION, NAME ALL OFFICERS AUTHORIZED TO ACT ON
THIS APPLICATION:

12. ATTACH A LIST OF THE NAMES, STREET ADDRESSES, AND MBL OF PERSONS WHO
ARE OWNERS OF LAND WHICH IS WITHIN 500 FEET OF THE PARCEL. The list shall be
taken from the latest Tax Assessor records. For zone change application, also include all

property owners within the area of the requested change including street address, map, block and lot number.

Zoning or subdivision regulations require that the applicant notify the owners of land which is within 500 feet of the subject land, and such notification shall be by certified mail, **return receipt requested** at least ten (10) days prior to the public hearing, . Evidence of certified mailings shall be retained by the applicant and the attached affidavit shall be submitted by the applicant on or before the public hearing. Zone changes initiated by the Newtown Planning and Zoning Commission shall be exempt from these provisions.

1. BRIEFLY DESCRIBE THE PROPOSED USE FOR WHICH AN APPLICATION IS FILED:

2. LIST THE SECTION OF THE ZONING REGULATIONS THAT PERMITS THE PROPOSED USE (SEE ARTICLE IV) _____

If the application requires a traffic report (prepared by a professional traffic engineer) pursuant to Section 8.04.320 or 9.01.421 of the zoning regulations, such traffic report shall include, at a minimum the following data:

- a. Existing road conditions – road classification, road widths, roadway capacity (level of service)
- b. Existing traffic conditions – average daily traffic, peak hour traffic volumes
- c. Impact of proposal upon traffic flow and safety – projected trip generation, effect upon peak hour traffic and level of services, improvements in road conditions or signalization

Subdivision or Resubdivision:

- 1. Certifying professional engineer _____
- 2. Land surveyor _____
- 3. Proposed total number of lots _____
- 4. Lots now applied for _____
- 5. Number of feet of new road construction _____
- 6. Plot size _____
- 7. Open space _____

Zone Change Request

1. Provide a written narrative explaining the proposed change, including property's boundaries, reason for the requested change, current land use, the zoning history of the area and the Master Plan category.
2. Provide dates and description of any previous change, special exceptions and/or variances requested for the same property or portion of thereof.
3. Provide four maps in suitable scale (1" = 40') or less showing:
 - a. Property boundaries in metes and bounds
 - b. Area of property
 - c. Current zone boundaries on property
 - d. Current areas and percentages of property in different zone.
 - e. Proposed zone boundaries on property
 - f. Area and percentage of property in proposes zone(s)
 - g. Current land uses of property.
4. Provide four maps of area of zone change with all other properties within 500' radius (1"=100') showing:
 - a. Current zoning of all property
 - b. All other property within 500' radius owned by applicant
 - c. All properties that will become non-conforming uses as a result of requested change
5. Applications which will have a significant impact upon drainage or traffic conditions shall include copies of reports containing the following information, computed on the basis of any of the uses the zoning would allow upon the contemplated development, if any:
 - A. Drainage (prepared by registered professional engineer)
 - a) Presence of watercourses, water bodies and wetlands
 - b) Existing and proposed storm drainage facilities, water-runoff from upland properties, effect upon down stream properties.
 - c) Storm drainage computations.
 - d) Flood hazard zone information, if application.
 - B. Traffic (prepared by professional traffic engineer)
 - a) Existing road conditions, road classification, road widths, roadway capacity (level of service)
 - b) Existing traffic conditions, average daily traffic, peak hour traffic volumes

- c) Impact of proposal upon traffic flow and safety, projected trip generation, effect upon peak hour traffic and level of services, improvements in road conditions or signalization.

When in the opinion of the Planning and Zoning Commission, a proposed zone change will have little or no significant impact on drainage or traffic conditions, the requirement for such information may be waived upon written request by the applicant.

REQUIREMENTS UNDER SECTIONS 8.04, 9.00 AS APPLICABLE TO THE APPLICATION SHALL BE SUBMITTED WITH THIS FORM.

Applicant

Telephone: _____

By: _____
Authorized Agent

Address

Date: _____

NOTIFICATION FORM

Dear

Be advised that _____ has applied for
(applicant)

_____ a change of zone

_____ a subdivision

_____ a resubdivision

_____ a special exception or amendment thereof

_____ a site development plan

for property located at the following address:

(Street, name, number)

(Map)

(Block)

(Lot)

The proposal is for _____
(description of proposal)

The Newtown Planning & Zoning Commission will conduct a public hearing on this proposal.

Date: _____ Time: _____

Location: _____

You are being notified because your property is within 500 feet of the proposed application.

The application is on file in the Planning & Zoning Commission Office, 4 Fairfield Circle South,
Newtown, CT

(TO BE COMPLETED BY APPLICANT)

AFFIDAVIT

Application of _____

Application Description

The undersigned, being duly sworn, deposes and says:

1. I have mailed, by certified mail, **RETURN RECEIPT REQUESTED**, a notice of the time and place of the public hearing scheduled for the subject application, as required by the Town of Newtown Zoning Regulations to persons who are owners of land which is included in or within 500 feet of the land which is the subject of the hearing.
2. The date of the mailing of such notice was _____ 20____
3. The names and addresses of the required property owners were determined by reference to the records of the Newtown Tax Assessor.

Applicant or Designated Agent

Sworn to and subscribed before me this _____ day of _____ 20____

Commissioner of the Superior Court
Notary Public

My Commission Expires _____